

RECOMMENDATION FOR FAST TRACK AWARD

CONFIRMATION NUMBER

DATE

THE RECOMMENDING OFFICIAL AFTER COMPLETING PARTS I AND III SHOULD FORWARD AN ORIGINAL AND ONE COPY OF THIS FORM TO THE APPROVING OFFICIAL. AFTER APPROVAL, BOTH COPIES SHOULD THEN BE FORWARDED TO PAYROLL.

PART I - RECOMMENDATION

EMPLOYEE NAME	POSITION TITLE	GRADE/STEP	SOCIAL SECURITY NUMBER
ORGANIZATIONAL LOCATION			DATE OF LAST FAST TRACK AWARD
COST ACCOUNT CHARGEABLE (If different from normal)	NET AWARD AMOUNT		GROSS AWARD AMOUNT (Entered by Payroll)
SIGNATURE OF RECOMMENDING OFFICIAL	TITLE	DATE SIGNED	

PART II - APPROVAL

I AUTHORIZE A CASH AWARD FOR THE ABOVE NAMED EMPLOYEE. THIS AWARD IS IN RECOGNITION OF A NONRECURRING CONTRIBUTION THAT HAS RESULTED IN A BENEFIT TO THE GOVERNMENT. THIS CASH AWARD IS WELL DESERVED AND IS APPROPRIATE DUE TO THE EMPLOYEE'S EXEMPLARY PERFORMANCE ABOVE WHAT WAS EXPECTED AS DESCRIBED BELOW IN PART III. THIS AWARD IS IN CONFORMANCE WITH ALL INSTRUCTIONS FOR APPROVING FAST TRACK AWARDS.

SIGNATURE OF APPROVING OFFICIAL	TITLE	DATE
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PART III - JUSTIFICATION

JUSTIFICATION MUST INCLUDE A BRIEF, BUT EXPLICIT, DESCRIPTION OF THE ACHIEVEMENT. THE JUSTIFICATION MUST BE BASED ON NONRECURRING CONTRIBUTIONS EITHER WITHIN OR OUTSIDE JOB RESPONSIBILITIES. THE ACT BEING RECOMMENDED FOR AWARD MUST HAVE A LOGICAL BEGINNING AND END, AND AN IDENTIFIABLE RESULT OR OUTCOME. ACHIEVEMENTS IDENTIFIED AS PRODUCING TANGIBLE SAVINGS IN EXCESS OF \$2,500 MUST BE PROCESSED UNDER NORMAL INCENTIVE AWARDS PROCEDURES.

DESCRIBE EMPLOYEE'S EXEMPLARY PERFORMANCE